



e-filing Quick Reference Guide

Signing up for E-Services

Type www.jud.ct.gov in the address bar of your browser.



- Select **E-Services** from the menu on the left of the screen.
- Click **Enroll**, confirm your email address, and a temporary system-generated password will be mailed to you.

E-Filing a New Case for Attorneys and Law Firms

Note: Designated filers e-filing a new case should follow the procedures set forth in the [Designated Filer Quick Reference Guide](#).

Before e-filing a new case, you must create **three** separate PDF documents: the summons, the complaint, and the return of service. Cases that include an application for a PJR cannot be initiated electronically at this time. Subsequent pleadings may be filed electronically.

- **Log in** to E-Services and click on **Civil EFile** from the menu bar on the E-Services home page

Note: Any case activity will be attributed to the logged-in juris number.

- Click **E-file a New Case** from the menu bar on the Civil E-Filing home page.
- Select the case type and indicate whether the case includes prejudgment remedy documents (PJR).
- Fill in the information from your summons on the **Basic Summons Information** page, including court location, return date, juris number, and party information

Note: If the party is an Administrator or Executor, choose "Corporation" instead of "Person" from the drop-down menu. A corporation name cannot begin with a numeric character, e.g., 25 Spring St. It must be entered as *Twenty-five Spring St.* A government agency or entity should be entered as *Hartford, City of*, not *City of Hartford*.

- Browse and attach the supporting documents from your files.
- Check the accuracy of the information and the correctness and quality of the attached documents at the screen titled "Review Data and Documents." Use the navigation buttons in each document window to scroll through your document.

Note: Use only the navigation buttons at the bottom of the page in the e-filing system to go to prior screens to make corrections or changes to avoid the loss of data.

- Use your **individual** juris number to sign the certification, regardless of the log-in juris number.
- Click in the box under **Process Payment** and then on **Proceed to Payment**.

Questions?

E-Services Help Line: (866) 765- 4452 or
Eservices@jud.ct.gov
Janice Calvi (860) 263-2734 Ext. 3038 or
Alice Mastrony (860) 706-5321

Important Information on e-filing

Before using **E-Services**, review the **Revised E-Services Procedures and Technical Standards**, which apply to all electronic services of the Judicial Branch, including e-filing and online short calendar markings. They may be accessed from the link on the left side of the **E-Services** log-in page.

Note: Use of the electronic filing system is limited to (1) **enrolled attorneys and law firms and the employees of the law office under the supervision of an enrolled attorney** and (2) **individuals designated by attorneys and law firms to file case initiation documents on their behalf**.

E-Filing a New Case (continued)

Note: Do not click **Process Payment** if you wish to leave items in the Shopping Cart and to pay later. You may click **Add Additional Filings** to return to the e-filing home page.

- Select your payment method: MasterCard, Visa, or electronic check.
- Fill in the required information for processing

Note: The Branch does not retain credit card information or bank account information.

- Click on **Process Payment** and a confirmation screen that contains the docket number and the confirmation number associated with payment will appear.

- Print a copy of this confirmation screen for your file

Note: You must retain the original case initiation documents throughout the pendency of the action, any appeal period, and any applicable appellate process.

E-File an Appearance

- Click on **Select Case** or **Party Search** from the **Civil EFile** menu bar to locate the case.
- Fill in the requested information and **Click Here** to arrive at the **Case Detail** screen.
- Select **E-File an Appearance** as the case activity; click **Go**.

Note: To view or file documents or view judicial notices, you must have an appearance in a file.

- Fill in the requested information and click **Continue**
- Review the appearance document that appears in the document window for accuracy.

Note: This is a system-populated form (see [Quick Questions](#) on the next page) so you must print or save a copy for your file. You do not create this form; the e-filing system creates it.

E-File Motions/Documents

Motions or documents may be electronically filed in cases that have docket numbers beginning with a **5** or a **6**, for example, HHD CV 09 5002125 or FBT CV 09 6001834.

Under **E-File A Motion/Document** on the menu bar, click on **Select Case**, **List My Cases** or **Party Search** to get to the case detail page for your case. Click the drop-down arrow to select **E-File A Pleading Or Motion**. Click **GO**. Instructions appear at the top of the page.

- Click on a category on the left side of the screen or use the search mechanism at the top of the page to find the motion, pleading or document you wish to e-file. Use as few words as possible in the search field.
- Once you have located and selected the type of document you wish to file, click **Continue**.
- Provide a further description of the document in the field provided.

Note: This information will appear on the Case Detail screen under the caption of the document and will assist you, other parties and the Judge in identifying what motions have been filed.

- Depending on your selection, you will generate a system-populated form or you will be asked to attach a PDF document that you have created in your word processing system or that you have scanned in and converted to PDF.

Note: To e-file an affidavit, scan the original, fully executed affidavit and convert it to PDF. Retain the original affidavit throughout the pendency of the action, any appeal period, and any applicable appellate process.

- Either type of document will be displayed for review in a window. Click on the **Print** button in the tool bar to print a copy or click on the **Save** button to save a copy in your file.
- Complete the certification section by clicking in the box next to **Certification** and entering your **individual** juris number in the appropriate box.
- You must send opposing parties copies of your e-filed documents, pleadings and motions.
- A **Confirmation Screen** is displayed once you have successfully e-filed. Print this screen or save it electronically.

Note: The Committee Report and the Proposed Committee Deed must be attached and filed as separate PDF documents.

- If a fee is required, you may wait to pay for all items at the end of your e-filing session. Unpaid items will appear in the shopping cart but are not filed until the fees are paid.

Note: If you have items in the shopping cart, you will see a number displayed on the menu next to **My Shopping Cart** when you log in to E-Services. The logged in juris number will see all items that have been entered by or on behalf of the logged in juris number. A designated filer will only see the items in the **Shopping Cart** that have been entered by the designated filer.

Please see the [Designated Filer Quick Reference Guide](#) for more information on designated filers. The reference guide is available at caseflow and court service centers and on-line under E-Services at www.jud.ct.gov.

My Shopping Cart

The screenshot shows the 'My Shopping Cart' interface. At the top, there's a navigation bar with links like 'Home', 'E-File a New Case', 'My Shopping Cart', 'Select Case', 'List My Cases', 'Party Search', 'Logout', and 'E-File a New Case'. Below this, a warning message states: 'Warning: Unpaid items will remain in the Shopping Cart for 56 calendar days when you log out of the system or close your browser. Multiple filings may be added to your shopping cart in order to complete all e-filing transactions with one payment. There is a limit of \$2500 on a single payment made by e-check. Payment in amounts in excess of this maximum will not be accepted.' The main section is titled 'Documents Summary' and contains a table with columns for 'Case Name', 'Case Type', 'Will Remain in Shopping Cart Until', and 'Process Payment'. The table lists two items for the case 'MLAZZO, ELENA v. CARAH FRIED, YVETTE' (Case Type: T03). The first item has a filing fee of \$350.00 and a deadline of 7/10/2009. The second item has a filing fee of \$350.00 and a deadline of 7/24/2009. At the bottom right, the 'Total Amount' is \$0.00. Below the table, there are buttons for 'Pay by Credit Card', 'Pay by Check', and 'Add Additional Filings'.

- Place a check in the box to the right of all items to be processed and select payment method: Visa, MasterCard or electronic check.

- Fill in the required information; click **Process Payment**.

Note: Any unpaid items will remain in the Shopping Cart for **56** days. The date until which each item will remain in the cart is displayed. After that date, if no payment has been made, the item will be purged from the system.

- Upon payment, you will see a confirmation screen, including a Confirmation Number connected to your payment. **Print or electronically save this confirmation screen for your records.**

Quick Questions on E-filing

What are system-populated forms?

These forms are created within the e-filing system. The system takes the information already in the file and fills in the majority of the fields in the form. The six system-populated forms are appearances, reclaims, motions for continuance, withdrawals (except for withdrawals of appearance), certificates of closed pleadings, and jury claims.

How can I access judicial notices online?

Judicial notices for **all case types** are available online through E-Services. Log in to E-Services and access the **Case Detail** page. Click on the **Notices** tab located at the top of the screen, just below the display of the case name and docket number.

How do I sign an electronically filed document?

Sign an efiled document by entering the individual juris number of the attorney signing the pleading in the designated field.

How do I file a reclaim?

You must e-file reclaims in all efileable cases. Log in to E-Services and go to the **Case Detail** page. Select **E-File A Reclaim** as your desired case activity. Select the item you wish to reclaim from the list that is displayed. Provide the requested information and submit the form.

How can I correct misfiled or incorrect documents?

Information on corrective measures specific to e-filing can be found in the **Revised E-Services Procedures and Technical Standards**. You may also withdraw an incorrectly-filed document by filing a "Withdrawal of Motion" or revise or amend documents in accordance with Practice Book rules.